

PROJECT STATUS REPORT



To:	Sharon Novak	Date: Jan 6, 2006	Y	N
Client:	WA Office of Financial Management			
Project Name:	Grants, Contracts Loans Feasibility Study	On Schedule:	Y	
Prepared By:	Carol Baque	Within Budget:	Y	
Period Covered:	Jan 3, 2006 – Jan 6, 2006	Change of Scope:		N

Activities Completed – Covered Period:

Opened project; met on administrative issues
Set up interview schedule for most requirements interviewees
Held kickoff meeting with stakeholders; prepared minutes
Began draft of first deliverable: Project Plan document, with schedule and Deliverable Expectation Documents for all deliverables
Reviewed project materials
Set up project website
Updated MS Project schedule

Activities Planned - Next Period:

Requirements interviews:
Kathy Rosmond & Susan Dodson (Roadmap)
Susan Johnsen & Laura Nelson (OFM functional requirements)
Lynne McGuire, Theo Yu, Debbie Hoxit, Mike Woods, Rich Struna (Performance measures)
Mike Contris, Bruce Gorsky & Cliff Wilder (AFRS interface)
Set up remaining interviews and meeting for requirements review
Continue draft of Project Plan, schedule & DEDs
Review existing requirements documents
Update schedule

Deliverable Status:

Deliverable	Status	Completion / Approval Date
Project Plan Document, Schedule, DEDs	In Progress	
Definition of Requirements		
Business Case Preliminary Statement		
Business Case Document		
Alternatives Analysis & Recommendation		
Solution: Conceptual Design		
Solution: Work Plan		
Solution: Risk Plan		

Issues/Notes:

Management Action Required:

Attached Documents:

Updated project plan

